

*The School Board of Broward County, Florida*  
**Payroll Department**  
*600 Southwest Third Avenue, 7<sup>th</sup> Floor, Fort Lauderdale, FL 33301*

January 23, 2017

TO: All Employees

FROM: Sharmila Laljie, Director  
Payroll Department

SUBJECT: **FREQUENTLY ASKED QUESTIONS REGARDING W2 FORMS**

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**The following procedure must be followed for all inquiries pertaining to current and prior years W2s**

All inquiries including missing W2s, incorrect W2s, and requests for reprints must be sent via email to [W2inquiries@Browardschools.com](mailto:W2inquiries@Browardschools.com). All requests must include name, personnel number, contact information and the tax year in question. The subject of the email should identify the type of request.

***Payroll contacts: if you do not receive a W2 for an active permanent employee in your organizational unit (work location), you must send an email to the above email address promptly.***

**Reporting Requirements for 2016 W2s**

The Patient Protection and Affordable Care Act (PPACA) requires the School Board of Broward County, FL to report the total cost of your healthcare benefits on your Form W2. This amount will be reported in Box 12 using the IRS code "DD". This information is for reporting purposes only. In addition, employees will receive a Form 1095. For additional information, you may visit the IRS website: <http://www.irs.gov/Affordable-Care-Act>

**Form W4 Updates**

It is recommended to review and make necessary updates to the Form W4 (Withholding Allowance Certificate) on an annual basis at the beginning of each calendar year. This can be done via ESS (Employee Self Service) for active employees.

Per the Internal Revenue Service (IRS), employees who are claiming an "Exempt" status for federal income taxes MUST file a new W4 no later than February 14<sup>th</sup> of each year. If a new W4 is not filed by this deadline, employers (SBBC) are directed to change the "Exempt" status to "Single" and "0" dependents.

**Listed below are answers to commonly asked questions regarding W2 Forms. If you need additional information, you may contact your payroll processor directly or Payroll Department at (754) 321-2450.**

- (1) Why are the total wages shown on the W2 Form different from my total wages earned?**  
Only taxable wages appear on the W2 Form. In most cases, taxable wages and earned wages are not the same because earned wages are reduced (to taxable wages) by pre-tax deductions such as: tax shelter annuities, employee enhanced life and disability insurance, medical reimbursement, FSA (Flexible Spending Accounts) and dependent insurance (health, vision, dependent care, etc.). In addition taxable income may include the value of group term life insurance in excess of \$50,000. This amount appears on your pay stub as "Non-Cash Taxable – Group Life".
- (2) Why doesn't my W2 Form show my annual contract amount?**  
The W2 Form reflects earnings paid during the calendar year (January–December). Employee contracts are based on the fiscal year (July – June). In addition, you may have earnings not included in your annual contract, such as supplements and additional positions.

**(3) Why weren't more Federal taxes withheld from my pay?**

The amount of Federal taxes withheld from an employee's pay is based on the employee's filing status and number of dependents claimed on the employee's W4 Form on file. To increase or change the federal tax deduction, employees must change their W4 information via ESS (Employee Self Service). Internal Revenue Service tax tables and the employee's W4 Form are used to calculate Federal withholding tax.

**(4) Why doesn't the Federal withholding tax on my W2 Form agree with the taxes withheld as shown on my paycheck?**

Federal withholding tax does not include FICA Social Security and Medicare taxes. On the employee paycheck, Federal taxes are listed under "Tax Deduction Summary."

**(5) Why is the Pension Plan box on my W2 Form marked with an "X?"**

This means the School Board has enrolled you in the Florida Retirement System (FRS), or the FICA alternative plan, which, for tax purposes, are qualified retirement plans.

**(6) I have an Individual Retirement Account (IRA). Because my W2 Form says I have a pension plan; I cannot fully deduct my IRA. Can the Payroll Department issue me a new W2 form without the pension box marked?**

No, because you are enrolled in a qualified pension plan, the Internal Revenue Service requires this box to be marked on your W2 Form.

**(7) I have FICA alternative tax deducted from my pay. Where is this shown on my W2 Form?**

The amount of FICA alternative tax deducted during the calendar year is shown in Box 14. This amount reduced the amount of your taxable wages shown in Box 1. Additionally Box 13 – Retirement Plan will be marked with an "X" to identify FICA alternative deductions.

**(8) How to determine if a W2 is correct?**

You may use the following formula illustrated in this example to determine if your W2 totals are correct:

From the last payroll check in December, record the following YTD totals only			
Total Gross (last check in Dec.)	\$56,729.52	YTD	
- Lead Money (Non-taxable)	-208.93	YTD	
- TTL Pre-Tax	-4,609.37	YTD	
+ TTL Non Cash	0.00	YTD	
+ Prior Year Earnings Paid in 2015	0.00	= Wages earned in 2015, but not paid until 2016	
= Taxable Income	\$51,911.22	= Box 1	Wages, Tips, Other Compensation
+ 403B TSA's or 457 Plan	2,600.00	= Box 12	See Instructions for Box 12
+ FRS Contribution	1,635.53	= Box 14	See Instructions for Box 14
= Taxable Income FICA/Medicare	\$56,146.75	= Box 3,5	Social Security Wages
x 0.062	3,481.10	= Box 4	Social Security Tax Withheld
x 0.0145	814.13	= Box 6	Medicare Tax Withheld

**(9) What can I do if I think my W2 is incorrect?**

If after applying the formula in the example above, your totals do not agree or you feel the information is not accurate, you may submit a request to the email box [W2inquiries@Browardschools.com](mailto:W2inquiries@Browardschools.com) and further analysis will be completed. Be sure to include all pertinent information such as name, personnel number, and address and contact number/s. These requests will be addressed on a first come-first served basis and we will contact you as soon as an analysis on your wages is complete.

- (10) **How does participating in the YRP (Year Round Pay) option affect my W2?**  
YRP is a pre-tax option, so YRP deductions will reduce your taxable income for 2016 because all applicable taxes are calculated when YRP is paid out over the summer of 2017 which will increase your tax income for 2017 (or when paid out in a lump sum in the case of a hardship cancellation, separation, retirement, etc.).
- (11) **Why doesn't the W2 Box 1 income match the total Gross Income on my December 23rd or 30th pay check?**  
Compare the Box 1 Income to the Taxable Income, not the CAL YTD Gross Income.
- (12) **Why is the income displayed on my W2 form in Box 1 (Wages, tips, and other compensation) different from income shown in Boxes 3 and 5 (Social Security wages and Medicare wages)?**  
The income shown in Box 1 has been reduced by the tax deferred amounts deducted for Tax Shelter Annuities (TSA's—403b and 457 Plans) and FRS contributions. The 2016 deductions for these plans appear on your W2 in Box 12 with a code E (403b) or G (457). Social Security and Medicare wages are **not** reduced by TSA deductions, which is why the amounts in those boxes are higher.
- (13) **If I opted out of printed pay advices will I still receive a paper W2?**  
Yes, employees who opted out of printed pay advices will still receive printed copies of their Form W2.
- (14) **Where on the W2 can I find my FRS contributions?**  
Employee FRS contributions appear in Box 14 on the W2 form. This amount reduces the total of your taxable wages shown in Box 1.

**NOTE:** W2s for terminated employees and employees who are not assigned to specific locations will be mailed directly to their address in our system. If there was a change in address, please use the following address change procedure.

- a. **All employees (including subs & temps)** have access to Employee Self-Service (ESS) and must use it to update their own addresses.
- b. **Withdrawn employees** have ESS access for 45 days after the effective date of separation which allows them to update their address via ESS within the 45 day period.
- c. **Employees having issues** with accessing ESS during the 45 days window should be referred to the ERP Support Center 754-321-0411.
- d. **Employees with withdrawn status for 46 days or more** address change requests will continue to be processed by the Compensation and HRIS Department via fax request to 754-321-0138 with their personnel number, name, new address, and signature. If you do not know your personal number, please list the last four digits of your social security number.

***Requests for 2016 W2 reprints will be processed beginning March 1<sup>st</sup>, 2017***